

State of Connecticut JOB POSTING

DEPARTMENT OF PUBLIC HEALTH POSTING OF VACANCY *"DPH Employees are strongly encourage to apply"*

HUMAN RESOURCES ASSISTANT Administration – Human Resources

POSTING DATE: August 13, 2014

CLOSING DATE: August 20, 2014*

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

OPEN TO: The Public

POSITION CONTROL NUMBER: 12146PD **NOTE:** THIS NUMBER **MUST** BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: CR 19/\$54,171*-\$70,310 (*NEW State Employees)

NOTE: Candidates must have applied for and passed the **Human Resources Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

Preferred Skills:

- Experience reviewing applications for minimum qualifications and familiarity with the recruitment process.
- Experience using CORE-CT HRMS module or a similar human resources information system as well as MS Word, Excel and Outlook.
- Experience maintaining confidential employee records.
- Experience providing customer service via email and telephone.
- Experience working independently and in a team environment.
- Experience applying human resources principles and best practices.

Candidates invited for interview may be requested to supply the following: last two performance appraisals (current State Employees only) or two professional letters of reference (non-State employees).

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability:

Knowledge of principles and techniques of public human resources management; some knowledge of relevant state and federal statutes and regulations; some knowledge of labor relations; some knowledge of affirmative action principles and requirements; interpersonal skills; oral and written communication skills; ability to apply human resources practices and procedures in recruitment, selection, classification, compensation, payroll and benefits administration; ability to utilize human resource information systems; ability to analyze and gather data; ability to problem solve.

EXPERIENCE AND TRAINING

General Experience:

Five (5) years of experience in complex clerical work in human resources management in at least one of the following areas: recruitment, selection, personnel assessment, classification, compensation, benefits, payroll, affirmative action, employee relations, labor relations, organizational and/or employee development.

Note: For state employees complex clerical work is interpreted at the level of Office Assistant or above.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of two (2) years.

SPECIAL REQUIREMENT:

1. Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184(if faxing, only one application is necessary)
EMAIL:dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).
THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.